### **Inspection Forms Announcements**

Date established	May 23, 2003
<b>Enclosure to</b>	Enforcement Letter ENF 03-21
Distribution	County agricultural commissioners
Referrals	If you have any questions, please contact Ms. Kathleen Boyle at (916) 445-3909.
Purpose	This memo is to inform you about the arrival of new inspection forms and other related matters.
When to use the new forms	<ul> <li>Do not begin to use the new forms (those revised or established in 2003) until July 1, 2003.</li> <li>Stop using and discard old forms (those with an establishment or revision date before 2003) at 5 p.m. on June 30, 2003.</li> <li>Old forms completed after June 30, 2003, will not be accepted.</li> </ul>
Delivery dates	Forms were shipped to Enforcement Branch Regional Offices (ROs) on May 19. The general time line for delivery to the counties is mid-June. ROs have plans to deliver the forms as follows:  Central RO All forms will be delivered to counties on scheduled visits.

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### Inspection Forms Announcements, Continued

### **Delivery dates** (continued)

### Northern RO

- Most forms were distributed to counties at the Coastal Deputy meeting on May 22, 2003, to counties that attended and/or
- Forms will be shipped via courier to the following counties (number of cartons follows in parenthesis): Del Norte (1); Humboldt (1); Lassen (1); Modoc (2); Siskiyou (3); Trinity (1); and/or
- Forms for all other counties in the Northern region will be delivered during scheduled visits.

#### Southern RO

All forms will be distributed to counties at the Southern Deputy meeting on June 5, 2003.

## Previous requirement no longer in effect

Enforcement Letter ENF 03-01 requires counties to attach a copy of the following inspection forms to each Pesticide Regulatory Activities Monthly Report submitted to Department of Pesticide Regulation headquarters for payment:

- 1. Pesticide Use Monitoring Inspection (PR-ENF-021)
- 2. Field Worker Safety Inspection (PR-ENF-044)
- 3. Fumigation Use Monitoring Inspection (PR-ENF-144)
- 4. Pest Control Records Inspection (PR-ENF-022)

This requirement is no longer in effect – see "Data Evaluation Program – New requirements for payment" (below).

## Data Evaluation Program – new requirements for payment

The Data Evaluation Program will run through Fiscal Year 2003/04.

Effective July 1, 2003, a copy of <u>all</u> inspection forms, <u>except</u> the Pesticide Pre-Application Site Inspection (PR-ENF-102, Est. 3/03), must be attached to each Pesticide Regulatory Activities Monthly Report (Report 5) submitted to the Enforcement Branch headquarters for payment:

- 1. Field Worker Safety Inspection (PR-ENF-103, Est. 3/03)
- 2. Pesticide Use Monitoring Inspection (PR-ENF-104, Est. 3/03)
- 3. Commodity Fumigation Use Monitoring Inspection (PR-ENF-105, Est. 3/03)
- 4. Field Fumigation Use Monitoring Inspection (PR-ENF-106, Est. 3/03)
- 5. Structural Branch 1 Use Monitoring Inspection (PR-ENF-107, Est. 3/03)

### Inspection Forms Announcements, Continued

# Data Evaluation Program – new requirements for payment (continued)

- 6. Structural Branch 2 & 3 Use Monitoring Inspection (PR-ENF-108, Est. 3/03)
- 7. Production Ag/Other/Dealer/PCA Pest Control Records Inspection (PR-ENF-109, Est. 3/03)
- 8. Agricultural/Structural PCB Pest Control Records Inspection (PR-ENF-110, Est. 3/03)

## Ordering additional forms

The quantity of forms shipped to each county is based upon estimates previously submitted by each county. The process for ordering new forms is the same as the current process. You may order new forms by faxing the Requisition Form to (916) 324-4088, attention "Forms Coordinator" on the fax cover page, or you may send an e-mail to: <formscoordinator@cdpr.ca.gov>.

### **Inspection forms training**

Most senior pesticide use specialists have already scheduled training sessions with counties. There was a "dry run" training on May 20, 2003, in Sacramento. There will be a second "dry run" training on June 3, 2003, in Fresno.